

COUNTY EXECUTIVE'S 2006 BUDGET

DEPT: DEPARTMENT OF PARKS AND PUBLIC INFRASTRUCTURE –
FACILITIES MANAGEMENT

UNIT NO. 5700

FUND: Internal Service - 0031

OPERATING AUTHORITY & PURPOSE

The Facilities Management section of the Department of Parks and Public Infrastructure (DPPI) - Parks Division provides property management, tenant services and maintenance and skilled trades services to the various private entities

and County departments. Facilities Management is the steward of such County owned properties as the Courthouse Complex, County Grounds buildings, City Campus and other County obligated Facilities located throughout Milwaukee County.

BUDGET SUMMARY				
Account Summary	2004 Actual	2005 Budget	2006 Budget	2005/2006 Change
Personal Services	\$ 8,911,228	\$ 8,898,444	\$ 8,772,503	\$ (125,941)
Employee Fringe Benefits	4,695,317	4,689,560	4,765,476	75,916
Services	6,189,892	6,437,026	6,620,755	183,729
Commodities	1,217,628	1,391,044	1,186,620	(204,424)
Other Charges	1,073,884	1,240,077	1,238,361	(1,716)
Debt & Depreciation	2,602,037	2,717,275	2,619,900	(97,375)
Capital Outlay	610,082	637,373	637,373	0
Capital Contra	(15,609)	0	0	0
County Service Charges	18,273,144	18,866,813	16,910,901	(1,955,912)
Abatements	(15,807,179)	(15,955,809)	(14,425,736)	1,530,073
Total Expenditures	\$ 27,750,424	\$ 28,921,803	\$ 28,326,153	\$ (595,650)
Direct Revenue	5,540,496	4,973,695	4,978,094	4,399
State & Federal Revenue	0	0	0	0
Indirect Revenue	8,111,319	8,732,577	8,275,393	(457,184)
Total Revenue	\$ 13,651,815	\$ 13,706,272	\$ 13,253,487	\$ (452,785)
Direct Total Tax Levy	\$ 14,098,609	\$ 15,215,531	\$ 15,072,666	\$ (142,865)

ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*				
Account Summary	2004 Actual	2005 Budget	2006 Budget	2005/2006 Change
Central Service Allocation	\$ 378,166	\$ 329,543	\$ 308,271	\$ (21,272)
Courthouse Space Rental	0	0	0	0
Document Services	1,662	1,963	0	(1,963)
Tech Support & Infrastructure	43,160	57,290	39,549	(17,741)
Distribution Services	44	306	50	(256)
Emergency Mgmt Services	0	0	0	0
Telecommunications	48,174	27,306	36,590	9,284
Record Center	0	0	0	0
Radio	153,367	197,902	198,125	223
Computer Charges	16,526	27,181	18,820	(8,361)
Applications Charges	46,955	64,916	28,796	(36,120)
Total Charges	\$ 688,054	\$ 706,407	\$ 630,201	\$ (76,206)
Direct Property Tax Levy	\$ 14,098,609	\$ 15,215,531	\$ 15,072,666	\$ (142,865)
Total Property Tax Levy	\$ 14,786,663	\$ 15,921,938	\$ 15,702,867	\$ (219,071)

* These costs are included in other departmental and non-departmental budgets. They are reflected here to show the "total" amount of tax levy support for this Department.

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PERSONNEL SUMMARY				
	2004 Actual	2005 Budget	2006 Budget	2005/2006 Change
Personal Services (w/o EFB)	\$ 8,911,228	\$ 8,898,444	\$ 8,772,503	\$ (125,941)
Employee Fringe Benefits (EFB)	\$ 4,695,317	\$ 4,689,560	\$ 4,765,476	\$ 75,916
Position Equivalent (Funded)*	230.1	164.5	172.0	7.5
% of Gross Wages Funded	67.0	93.4	96.0	2.6
Overtime (Dollars)**	\$ 240,104	\$ 67,056	\$ 67,044	\$ (12.0)
Overtime (Equivalent to Position)	6.9	1.7	1.4	(.2)

* For 2004, the Position Equivalent is the budgeted amount.

** Delineated for information. (Also included in personal services.)

PERSONNEL CHANGES				
Job Title/Classification	Action	Number of Positions / Total FTE	Division	Cost of Positions (Excluding Fringe Benefits)
Facilities Maintenance Manager	Create	1/1.0	Maintenance	\$ 76,936
Parks Maintenance Manager	Abolish	1/1.0	Parks Maintenance	(77,286)
			TOTAL	\$ (350)

MISSION

The mission of DPPI Facilities Management is to ensure that all County owned buildings are clean, safe, user-friendly and meet the needs of all tenants, employees and the general public.

DEPARTMENT DESCRIPTION

DPPI Facilities Management provides services and performs functions in two areas: maintenance operations and property management.

The **Maintenance Operations Unit** is responsible for buildings, grounds and mechanical systems for all facilities under the stewardship of Facilities Management. Functions include daily custodial and repair services, grounds care and snow removal, provision of centralized electrical, mechanical and engineering services and maintenance of the utilities distribution systems.

The **Management Services Unit** is responsible for property management and lease administration functions for all County owned land and buildings. Unit functions include management of land and building leases for the Courthouse, Annex, Criminal

Justice Facility, Safety Building, HOC Community Correctional Center (CCC), City Campus, Children's Court Center, Child & Adolescent Treatment Center and other Grounds facilities tenants. This Unit also acts as a liaison between the County and major tenants such as the Milwaukee Regional Medical Center, Research Park and We Energies and manages the cost distribution for water and sanitary and storm sewers.

BUDGET HIGHLIGHTS

- The 2006 Recommended Budget transfers Facilities Management to the DPPI Director's Office. This transfer reflects the fact that Facilities Management is an internal service operation that provides service to various facilities in DPPI and departments throughout Milwaukee County. This transfer will allow the head of Facilities Management, under the direction of the DPPI Director, to balance the needs throughout Milwaukee County, while continuing to maintain the current level of high quality service to Parks. This is achieved by having the Mechanical Service Manager

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continue to oversee all park work orders and deploy staff based on park needs. This position will maintain a park mission and carry with it significant institutional knowledge.

- Facilities Management is currently in the process of centralizing all skilled trades operations in the Facilities West location. This move will allow the skilled trades to operate similar to a large construction company, providing management with the ability to deploy staff based on priority needs. A consolidated skilled trades operation will maximize the use of equipment and personnel, consolidate inventories and allow for a combined work order system that will prioritize and schedule skilled trades activity.
- Personal Services expenditures without fringe benefits decreased by \$125,941 from \$8,898,444 to \$8,772,503. Funded positions increased by 7.5 from 164.5 to 172.
- One position of Facilities Maintenance Manager is created by the abolishment of one position of Parks Maintenance Manager for a savings of \$350 to better meet the needs of the department.
- Services increased \$183,729, from \$6,437,026 to \$6,620,755. This increase represents an anticipated increase in utility expenses of \$152,751. Additionally, \$30,978 was added to repair and maintenance on buildings and structures based on 2003 and 2004 actuals.
- Commodities decreased \$204,424, from \$1,391,044 to \$1,186,620.
- Contribution to the Reserve decreased \$1,176, from \$107,129 to \$105,413. Contributions reflect a 5% fee on electric, water, sewer and storm water charges to County and non-County users of the County Grounds utilities to establish a reserve for future capital outlays.
- The cost of fire protection on the County grounds remains at \$1,132,948, the same as 2005. This is based on the contract with the City of Wauwatosa. The cost of fire protection is allocated to Facilities (\$913,772), other County entities, (\$205,968) and non-County entities (\$13,207).
- Depreciation decreased \$97,375, from \$2,717,275 to \$2,619,900 based on current estimates from the Controller's Office.
- Internal Charges and Abatements had a net decrease of \$425,579. Reductions in Fleet of \$160,078 and bond interest of \$270,021 were realized.
- Revenues decreased by \$452,785, from \$13,706,272 to \$13,253,487. Home Owners Protection Program revenues will be at \$0 in 2006 because the program is being discontinued. Rental revenue from Research Park is reduced by \$100,000 based on recent occupancy estimates. Children's Court rent will be reduced by \$97,600 based on 2006 estimated costs.
- The Facilities Management cross-charge to Behavioral Health Division was reduced by \$239,317. Of this amount, \$194,275 is offset by insurance claims revenue. The remaining amount was reduced to the 2005 level from \$1,229,661 to \$1,184,619.
- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severally liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."

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ACTIVITY AND STATISTICAL SUMMARY			
	2004 <u>Actual</u>	2005 <u>Budget</u>	2006 <u>Budget</u>
Work Orders Logged on System*	21,500	21,500	21,500
Time and Materials Orders - Facilities Related	55	65	55
Time and Materials Orders - Parks Related	68	0	68
Time and Materials Orders - Non-Facilities Related	49	65	49
Roadways-Maintenance-Snowplow and Salt (miles)	49	49	49
Parking Lots-Maintenance-Snowplow (5,048 spaces)	65	65	65
Sidewalks-Maintenance and Snowplow (miles)	39	39	39
Turf Mowed (acres)	600	600	600
Equipment Transfers (hours)*	10,000	10,000	10,000
Special Jobs Performed*	310	310	310
Annual permits for paid parking in Annex, Safety Building Lots and Medical Examiner area	374	326	374
Keys and Security Cards (in force)*	6,000	6,000	6,000
*Items which are estimated			